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# Club Liquor License Information Sheet

Descriptions of the liquor licenses available through the Department of Licensing, Master License Service and fees are provided on the "Liquor License Description and Fee Information Sheet."

The following information explains the requirements for a nonprofit club liquor license, and lists those documents which must be completed. Routine liquor license applications normally take approximately 45 to 60 days to process. This processing time begins once we receive your application from Department of Licensing, Master License Service.

**Questions? Please call the Liquor Control Board customer service desk at (360) 664-1600.**

## 1. Basic Requirements

To obtain a liquor license your club must meet the basic requirements listed below:

- The club must be a nonprofit organization currently registered with the Washington Secretary of State.
- The organization must have been in existence for one year prior to application (unless the club is affiliated with a nationally chartered organization currently licensed by the Board).
- The majority of membership must be at least 21 years of age.

## 2. Application Forms

- **Master Application.** Use the "Retail Liquor License Description and Fee Information Sheet" to determine what type of a liquor license you wish to apply for. Write the appropriate license and fee in Section A of the Master Application.
- **Liquor Control Board Addendum -Club.**
- **Financial/Source of Funds Statement** for the club. Please follow the directions carefully to list any contributions the club is making toward the operation of the business. List any bank accounts on which the club has the authority to write a check or make a withdrawal or deposit.
- **Corporate Stockholder Addendum** if the club is a corporation.

### 3. Additional Documents

You will also need to furnish the following documents when contacted by a Liquor Control Board representative. Please do not turn in these documents with your initial application packet.

- Copies of monthly trustee or director meeting minutes for one year (unless the club is affiliated with a nationally chartered organization currently licensed by the Board).
- Copy of an operating statement for the last fiscal year covering all club operations (unless the club is affiliated with a nationally chartered organization currently licensed by the Board).
- Petition signed by a majority of membership requesting a liquor license, certified by the president or secretary.
- Copy of articles, charter, constitution, or agreement that sets up the nonprofit organization.
- Copy of bylaws and/or house rules.
- Minutes of annual membership meeting.
- Copy of membership card for each classification of member.
- Copy of valid lease or deed for the land and building.
- Two copies of a floor plan drawn 1/4 inch to 1 foot scale showing the liquor sales area, kitchen, restrooms, and the position of the premises in relation to nearby streets. Please include a north arrow indicator.

### 4. Processing

- When the Liquor Control Board receives your application from Master License Service, a notice is sent to the city council or county authority where the club is located. The city or county has 20 days to respond with approval or objection to the application (they may request an extension for good cause).
- You will be contacted by a Liquor Control Board representative to set up an appointment for an interview. Based on the interview, you will be given a list of additional documents needed (such as those listed above).
- Your local liquor control agent will post a public notice at the site, which must remain up for 14 days. This gives local citizens a chance to comment on the application.
- The liquor control agent will also inspect the neighborhood for nearby schools, churches, playgrounds, or other public buildings. Any such locations within 500 feet are contacted by the Board for comment. State law provides that a public school within 500 feet of the premises may veto a license.

### 5. License Delivery and Orientation

- You will receive an approval letter which serves as a temporary license until the master license with liquor endorsement is received.
- Before an approval letter can be delivered, you will need to receive a briefing on liquor laws and regulations. Emphasis will be on your responsibility to not sell or serve liquor to persons who are under 21 years of age, or who appear intoxicated. Please make arrangements with your liquor control agent for this briefing as soon as possible.